

Planner 2- Front Counter (Customer Service) or Plan Review: Current Planning

Nashville/Davidson County is seeking experienced individuals to join the Land Development and Design Division. Music City was ranked No. 5 on the "U.S. Regions To Watch In 2014" list published on Forbes.com, and named one of Travel and Leisure's Best Places to Travel in 2014 and one of The New York Times' 52 Places to Go in 2014. It is an exciting time to be a part of a team that is shaping Nashville's future.

The Front Counter position will staff the Planning Department's front counter for customer service daily, conduct research regularly, and occasionally lead the review of a variety of challenging cases and projects. The customer service role is a fast paced, demanding environment with upwards of 50 customers and 150 phone calls/emails per day.

The Planner II (Plan Review) will be responsible for reviewing complex land development cases. This position will also serve as a backup planner to the customer service/front counter on a weekly basis. This position may review Council bills, agendas and other documents for accuracy. Additionally, this position will attend and make presentations at Planning Commission meetings.

Assigned to the Land Development & Design Division of the Metropolitan Planning Department, these positions will perform and coordinate professional level work relating to information regarding and review of zone changes, PUDs, text amendments, permits and subdivision plats. Must be enthusiastic about current planning and customer service. The Planner II (Front Counter) enters new cases into database for review and works with a Planner of the day, which rotates throughout the week. Ability to communicate at a high level with other Metro Departments, development professionals, citizens and engineers is desired. Must have the ability to accurately process, review, analyze and critique complex development issues with an emphasis on good urban design principles. Ability to write clearly and prepare concise and accurate letters, reports and presentations is also desired. Other qualifications include: knowledge of basic legal principles of land development and zoning; knowledge of form-based codes and New Urbanism; attention to detail; compliance with time-sensitive deadlines; clear and timely communication with a variety of stakeholders; strong prioritization and negotiation skills; ability to establish and maintain effective working relationships.

Education and Certification requirements: Bachelor's Degree in Planning, or related field, from an accredited college or university and four (4) years of related experience, or Master's Degree in Planning or related field from an accredited college or university and two (2) years of related experience. Current planning experience for a local government is desired and, for Planner II (Front Counter), customer service experience in a similar position is also desirable. Salary \$ 61,822.

Qualified applicants should send letter of interest, specifying the position of interest, and resume.

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